

# How to Print COR

There are two areas that a COR can be printed

- Curriculum Library
  - This is where all courses are stored
- Curriculum Dashboard
  - This is where all courses are in workflow

## Print COR from Curriculum Library

### Step 1:

- Click on the “Curriculum Tab”

The screenshot shows the user interface for the Curriculum Library. At the top, the user is logged in as Rebecca Rios, Faculty, in the AED system. The navigation bar includes links for Courses, SLOs & Assessments, Curriculum (highlighted in yellow), and Results Explorer. Below the navigation bar, there are tabs for Curriculum Dashboard and Curriculum Library. The main content area has filters for Department (A&P, ... (Total: 123)), Course Code (Code), Course Title (Title), and Distance Education Approved (Yes, ... (Total: 2)). There is also a Show/Hide filter set to (Total: 2). The total number of entries is 2190, and the current view shows 15 entries. A pagination control shows page 1 of 146. Below the filters, there is a 'New Course' button and a table with columns for Course Code and Course Title. The first entry is A&P120, Intro Human Anatomy and Physiology.

### Step 2:

- Click on click on “Curriculum Library”

The screenshot shows the user interface for the Curriculum Library. At the top, the user is logged in as Rebecca Rios, Faculty, in the AED system. The navigation bar includes links for Courses, SLOs & Assessments, Curriculum, and Results Explorer. Below the navigation bar, there are tabs for Curriculum Dashboard and Curriculum Library (highlighted in yellow). The main content area has filters for Department (A&P, ... (Total: 123)), Course Code (Code), Course Title (Title), and Distance Education Approved (Yes, ... (Total: 2)). There is also a Show/Hide filter set to (Total: 2). The total number of entries is 2190, and the current view shows 15 entries. A pagination control shows page 1 of 146. Below the filters, there is a 'New Course' button and a table with columns for Course Code and Course Title. The first entry is A&P120, Intro Human Anatomy and Physiology.

### Step 3:

- Search for course in the “Course Code” box and hit enter
  - Do not space (ex. ENGL52)

Curriculum Dashboard Curriculum Library

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Course Program

Department: A&P, ... (Total: 123) ▾
    
 Course Code: 
    
 Course Title: 
    
 Distance Education Approved: Yes, ... (Total: 2) ▾

Show/Hide: (Total: 2) ▾

2 Total Show:  entries < 1 >

<input type="button" value="New Course"/>		
	Course Code	Course Title
<input type="checkbox"/>	ENGL52	INTRODUCTION TO COLLEGE COMPOSITION
<input type="checkbox"/>	ENGL52LC	Intro College Composition

**Step 4:**

- Check the course you would like to print
  - For this example, we will select ENGL52

Curriculum Dashboard Curriculum Library

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Course Program

Department: A&P, ... (Total: 123) ▾
    
 Course Code: 
    
 Course Title: 
    
 Distance Education Approved: Yes, ... (Total: 2) ▾

Show/Hide: (Total: 2) ▾

2 Total Show:  entries < 1 >

<input type="button" value="Show History"/> <input type="button" value="View COR Report"/>		
	Course Code	Course Title
<input checked="" type="checkbox"/>	ENGL52	INTRODUCTION TO COLLEGE COMPOSITION
<input type="checkbox"/>	ENGL52LC	Intro College Composition

## Step 5:

- Click on “View COR Report”

The screenshot shows the Curriculum Library interface. At the top, there are tabs for "Curriculum Dashboard" and "Curriculum Library". Below that, there are tabs for "Course" and "Program". The main area contains search filters: "Department" (A&P, ... (Total: 123)), "Course Code" (ENGL52), "Course Title" (Title), "Distance Education Approved" (Yes, ... (Total: 2)), and "Show/Hide" (Total: 2). Below the filters, there is a summary: "2 Total Show: 15 entries" and a pagination control showing page 1. A table with two columns, "Course Code" and "Course Title", is displayed. The first row is highlighted in green and has a checkbox checked. The second row has a checkbox unchecked. Below the table, there is another summary: "2 Total Show: 15 entries" and a pagination control showing page 1.

Course Code	Course Title
<input checked="" type="checkbox"/> ENGL52	INTRODUCTION TO COLLEGE COMPOSITION
<input type="checkbox"/> ENGL52LC	Intro College Composition

## Step 6:

- The “COR Report Options” will appear. In this section, you will be able to filter your print out
  - Area’s filtered for Chancellor’s Office Submission are:
    - General Information
    - Units and Hours
    - Requisites
    - Learning Outcomes and objectives
    - Outline

The screenshot shows the "COR Report Options" dialog box. It has a title bar with a close button. The main content area is divided into two sections. The first section is titled "Select the sections to show in the report" and contains a dropdown menu with "General Information, ... (13)" selected. Below this are buttons for "Select All", "Select None", and "Reset". The second section is titled "Show SLO Mappings as" and contains a search box with "Search..." and a close button. Below the search box is a list of options, each with a checkmark in a blue box: "Course Development Options", "Associated Programs", "Transferability & Gen. Ed. Options", "Units and Hours", "Speciality Hours", and "Requisites".

### Step 7:

- Click on “Go to Report”

**COR Report Options**

Select the sections to show in the report: Learning Outcomes and Objectives

Show SLO Mappings as:  List  Grid

Go to Report Cancel

### Step 8:

- The COR will generate where you can now print it out

Cerritos College

## Course Outline of Record Report

08/28/2018



### ENGL52 : INTRODUCTION TO COLLEGE COMPOSITION

General Information	
Author(s):	• Default eLumen User Default eLumen User
Subject (CB01):	ENGL
Number (CB01):	52
Course Title (CB02):	INTRODUCTION TO COLLEGE COMPOSITION
Department:	ENGL
Proposal Start:	2017 SP
TOP Code (CB03):	(1501.00) English
CIP Code:	No value
CIP Name:	No value
SAM Priority Code (CB09):	Non-occupational
Distance Education Approved:	Yes
Course Control Number (CB00):	CCCC00424936
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
External Review Approval Date:	Pending
Course Description:	This course develops the students' ability to write clearly, effectively, and correctly by guiding students through the writing process. Students write a series of compositions that integrate critical thinking, evaluative writing, and library research
Submission Rationale:	Existing Course

## Print COR from Curriculum Dashboard

### Step 1:

- Click on the “Curriculum Tab”

Rebecca Rios as Faculty in AED

Inbox Account Settings Support Log Out

Courses SLOs & Assessments Curriculum Results Explorer

Curriculum Dashboard Curriculum Library

Course Program

Department: A&P, ... (Total: 123) Course Code: Code Course Title: Title Distance Education Approved: Yes, ... (Total: 2) Show/Hide: (Total: 2)

2190 Total Show: 15 entries

< 1 2 3 4 5 ... 146 >

New Course

Course Code	Course Title
A&P120	Intro Human Anatomy and Physiology

### Step 2:

- Click on the “Curriculum Dashboard”

Curriculum Dashboard Curriculum Library

- The dashboard is separated by three sections
  - Revision Course Workflows
    - Courses currently being revised
  - Proposal Course Workflows
    - New courses being created
  - Deactivation Workflows
    - Courses that will be removed from eLumen, the catalog, and Chancellor’s office inventory
- Select the course you want to print
  - In this example we will select ENGL 102
- Click on “Actions”

#### Revision Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
ENGL102	INTRODUCTION TO LITERATURE	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	Actions
ENGL103	Critical and Argumentative Writing	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	Actions
ENGL106	INTRODUCTION TO LINGUISTICS	2. MODIFY EXISTING COURSE	Stage 1: 1. Initiate Proposal	Tech Review 9-20	Actions
ENGL110	CRITICAL THINKING THROUGH LITERATURE	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	Actions

4 Total Show: 10 entries

< 1 >

### Step 3:

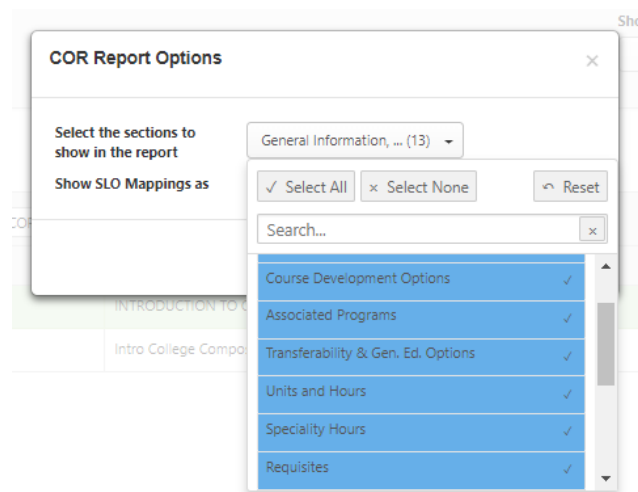
- Click on “View COR”

REVISION COURSE WORKFLOWS

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
ENGL102	INTRODUCTION TO LITERATURE	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	View Workflow View Status View COR View Change Report View Impact Report Delete Workflow
ENGL103	Critical and Argumentative Writing	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	
ENGL106	INTRODUCTION TO LINGUISTICS	2. MODIFY EXISTING COURSE	Stage 1: 1. Initiate Proposal	Tech Review 9-20	
ENGL110	CRITICAL THINKING THROUGH LITERATURE	2. MODIFY EXISTING COURSE	Stage 4: 3a. Set Tech Review Agenda	None	

### Step 4:

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    - General Information
    - Units and Hours
    - Requisites
    - Learning Outcomes and objectives
    - Outline



### Step 5

- Click on “Go to Report”

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### COR Report Options

Select the sections to show in the report Learning Outcomes and Objectives ▾

Show SLO Mappings as  List  Grid

Go to Report
Cancel

INTRODUCTION TO COLLEGE COMPOSITION

**Step 6:**

- The COR will generate where you can now print it out

Cerritos College

## Course Outline of Record Report

08/28/2018



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General Information	
Author(s):	• Default eLumen User Default eLumen User
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Course Title (CB02):	INTRODUCTION TO COLLEGE COMPOSITION
Department:	ENGL
Proposal Start:	2017 SP
TOP Code (CB03):	(1501.00) English
CIP Code:	No value
CIP Name:	No value
SAM Priority Code (CB09):	Non-occupational
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